

STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE

Minutes

January 13, 2000

California Department of Forestry and Fire Protection
Office of the State Fire Marshal – Conference Room
Sacramento, California

MEMBERS PRESENT:

Bill Cote, CDF Academy, CDF/OSFM
Pat Cooney, OES, Fire and Rescue Branch
Michael Dolder, Committee Vice-Chair, Cal Chiefs (Huntington Beach FD)
Tom Feierabend, Mt. San Antonio College (Fire Technology Coordinators)
Mary Jennings, California Fire Fighter Joint Apprenticeship Committee
Ken Mitten, Merced City FD
Michael Ridley, Northern California Training Officers (Elk Grove FD)
David Senior, Allan Hancock College (Fire Technology Coordinators)
Paul Stein, California State Fire Fighters' Association

MEMBERS ABSENT:

Dennis Childress, Southern California Training Officers (Orange County FD)
Ken Wagner, Cal Chiefs (Redding FD)

CDF/OSFM STAFF PRESENT:

Art Cota, Division Chief, Curriculum Delivery, CDF/OSFM
Keith Larkin, Division Chief, Curriculum Development CDF/OSFM

GUESTS:

Forrest Adams, Sacramento Fire Department
Jim O'Donnell, Industrial Emergency Council
T. J. Welch, Northern California Training Officers

(Note: Several Agenda items were taken out of order, for purpose of continuity, these minutes are recorded in Agenda order.)

I. CALL TO ORDER

Member Bill Cote called the Statewide Training and Education Committee (STEAC) meeting to order at 0930 hours, at the California Department of Forestry and Fire Protection (CDF), Office of State Fire Marshal, 1131 S Street, Sacramento, California.

II. INTRODUCTIONS

Member Cote asked guests for self-introductions.

III. ROLL CALL

Roll call was held.

IV. ANNOUNCEMENTS

Member Cote announced Jerry Geissler has been named the Training and Education Chief.

V. APPROVAL OF OCTOBER 14, 1999, MINUTES

Member Cote asked for approval of the October 14, 1999 minutes. With a motion the October 14, 1999 minutes were approved.

VI. OLD BUSINESS

A. Curriculum Development Update

Division Chief Larkin distributed copies of his Curriculum Revision and Development Update to the STEAC members. He provided the following:

Course Development Guide – Expected to be finalized in February for publication. In the future, courses developed for the FSTEP system and recommended by STEAC, will need to be approved by the State Board of Fire Services (SBFS).

Fire Management 1 – The Fire Management I curriculum has been completed. Letters were sent to instructors in December advising them that the curriculum will be available from the bookstore after February 1, 2000 and implemented on March 1, 2000.

Firefighter Certification Training Standards – Has been approved by the SBFS on November 4, 1999, and we are planning to work on the curriculum.

Fire Investigation 1B is completed. Letters were sent to instructors advising them that it will be available and implemented on March 1, 2000.

Urban Interface in the CFSTES System – Division Chief Larkin provided copies of the Engine Company Officer I-Zone course outline for STEAC Members to review.

EMT-1 – Revisions have been made to the Student Manual and Precourse Assignment, and is ready for an upcoming class in January or February.

1999/00 Course Catalogue is in final draft.

Fire Instructor 1A & 1B – We have a new project leader and hope to have workshops scheduled in March to discuss and recommend certification training standards for fire officer needs.

Fire Prevention 1A & 1B - A work group will review changes in the IFSTA textbook and bring the overall curriculum up to the current codes.

Fire Fighter 1 Curriculum – A workshop will be scheduled the second or third week in July. A letter requesting names of participants will be sent to the Training Officers, Fire Technology Directors, and fire departments throughout the state.

1999/00 Course Information and Material – The manual has been updated.

Management 2 Courses – Workshops will be scheduled.

FSTEP

Rescue Systems 1 – A cadre meeting was held in December. The Instructor Guide is 90% complete and the Student Manual is about 75% complete. Instructor, site requirement, and task book are being reviewed by STEAC for approval.

S-339 Division/Group Supervisor - We are working on a new Division Group/Supervisor course through FIREScope, and plan to have a pilot in March. The course will be in the FSTEP system and made available through the bookstore.

Equine Rescue – Division Chief Larkin explained that the Felton Fire Department has been providing training and requests for training have increased. They sent copies of their curriculum and we plan to have it in the FSTEP system in the future.

B. Action Item list from January 13, 2000 Meeting

Member Cote reviewed the Action Items as follows:

Action Item #1 – (Task Book Model for Senior Instructors) –

Division Chief Cota reported that the Rescue System Task Book has not been completed. The Task Book will be used as a model to approve instructors in the rescue system.

Action Item #2 – (Subcommittee to develop a check list for CSTI Curriculum)

Division Chief Larkin reported that a subcommittee will need to be developed.

Action Item #3 – (Market Place Analysis) –

Division Chief Cota reported that a market place language was developed and presented to the SBFS. The community college is under mandate to conduct a labor market analysis of various occupations provided in the programs for their district. We decided to place

language into our accreditation policy and are in the process of developing a model. Division Chief Cota stated he would have a sample at the next meeting for the committee to review.

C. Regional Academies

Los Angeles City Fire Department:

Division Chief Cota reported that the Los Angeles Valley Community College is partnering with the Los Angeles City Fire Department to create a Regional Academy at the Frank Hotchkin Memorial Training Center. Their application requests approval to deliver Fire Fighter I, Fire Fighter II, Fire Officer, Level I, Chief Officer Level II, and FSTEP courses. A Bureau Commander manages the program, the Emergency Services Director (fire technology) provides the management resource and the instructional staff requirements are typical. The training facility is extensive and includes multiple story classrooms, drill grounds, pools, and dining areas. The advisory committee has two members at this time; the Bureau Commander and the Emergency Services Director.

Discussion was held about which organizations should provide the Level II Chief Officer training. Division Chief Cota recommended that STEAC forms a committee to include Fire Technology Directors, STEAC Members, MPC and private providers to review this issue and develop a recommendation.

There was a motion and a second to recommend Los Angeles City Fire Department for accreditation as a Regional Academy.

Porterville Community College:

This application was not complete. All the items were completed with the exception of adoption of the 1994 core curriculum.

Yuba College:

This application was not complete, and it will be resubmitted at the next meeting.

San Diego Fire Department:

Division Cota reported that the San Diego Fire Department has applied for reaccreditation, and he and Member Feierabend completed a site visit in October. The San Diego Fire Department has been accredited as a local academy for three years and is requesting approval for the EMT and Firefighter I program. A Deputy Chief manages the facility and a Battalion Chief manages the "day to day" operations. They have a substantial resource to provide in-service training. Four Captains, one Engineer, two Fire Fighters and an Administrative Aide provide the clerical support.

There was a motion and a second to recommend San Diego Fire Department for reaccreditation as a local fire academy.

VII. NEW BUSINESS

A. Web Site Demonstration

Division Chief Cota distributed and discussed a handout about the State Fire Training website. The handout included examples of pages on the website, information about State Fire Training; training facilities; curriculum development, the current class schedule, instructors; downloads (state fire training forms); and frequently asked questions.

Discussion was held about having STEAC included on the website. STEAC members were asked to provide their e-mail address for the website.

B. Class Scheduling

Division Chief Cota discussed a letter (handout) from Dennis Childress, Southern California Training Officers Section, relative to class scheduling issues. Division Chief Cota explained that the policy for scheduling of classes required customers to submit the request for course scheduling not less than eight weeks prior to the class beginning date. This time requirement enables State Fire Training to process the request for course scheduling and for the Departmental Accounting Office to generate the class invoice. As a result, we have received feedback from our customers that this process has created a hardship for them.

The State Fire Training staff has always struggled to meet the last minute customer needs for certification or request for class scheduling. We are presently working on a project to make it easier for customers to facilitate this process. There will be a notice sent stating that we will rescind the policy and revert to the previous system, asking that the host agency or instructor send the request for course scheduling six weeks prior to the class beginning date.

C. ARA/ALA Policy

Division Chief Cota reported that he, Member Jennings, and Al Iannone are reviewing the ARA policy. The labor marketing section is being finalized.

D. ARA Adoption of Core Curriculum

Member Senior stated he did not have additional information to report on this item.

E. Rescue Systems 1 Guidelines

Division Chief Larkin stated he attended a meeting at the Training Officers Symposium and reviewed the proposed guidelines. He asked STEAC Members if they had received feedback or had concerns or issues.

Discussion was held about having flexibility for building height requirement. Division Chief Larkin stated he would review range requirements with the cadre group, and discuss this issue again with STEAC Members at the April meeting.

Jim O'Donnell, Industrial Emergency Council, stated he had expressed concerns in his letter but had not read the policy and guidelines previously to attending the meeting, and he now has a better understanding about the rescue system classes.

F. Fire Investigation 1B – Revision Complete

Division Chief Larkin will have copies available at the next meeting.

G. Fire Management 1 – Revision Complete

Division Chief Larkin will have copies available at the next meeting.

H. Member Cooney distributed copies of applications for membership from the Forest Service for Type 1 and Type II Incident Management Teams in Northern California.

I. Member Cote recommended developing name badges that would indicate we are members of STEAC. All Members agreed. Member Cote stated he would have the name badges available before the Fire Rescue West Symposium.

VIII. REPORTS

A. North/South Training Officers Reports

Member Ridley reported that the Northern California Training Officers Symposium was very successful. We expanded and will be doing additional training for ICS certification and qualification and curriculum development.

B. Community College Fire Training Directors

Member Senior reported they would be meeting twice before the next STEAC meeting and will be updating the new core curriculum. Member Senior stated he would have more updates at the next meeting.

IX. NEXT MEETING

The next meeting/workshop is scheduled for Thursday, April 13, 2000, 9:00 a.m. to 4:30 p.m., at the Office of the State Fire Marshal. A workshop to review the Urban Interface in CFSTES will be held immediately after the STEAC meeting.

STEAC Minutes
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The meeting adjourned at 12:03 p.m.

STEAC ACTION ITEMS

January 13, 2000

ACTION ITEM	Responsibility	Assigned	ECD	Completed
1. Task Book Model for Senior Instructors	A.Cota NorCal Tos SoCal Tos Senior Instructors	04/98	03/00	
2. Subcommittee to develop a check list for CSTI Curriculum	K. Larkin	10/98	03/00	
3. Market-Place Analysis	A. Cota	07/99	03/00	
4. Urban Interface CFSTES	K. Larkin	01/00	03/00	
5. Level II Delivery	A. Cota	01/00	03/00	
6. Name Badges	B. Cote	01/00	03/00	
7. STEAC Web Page – provide Email address to Ruby, STEAC Recording Secretary	A. Cota All	01/00	03/00	